

APPENDIX B

CITY OF KINGSTON  
DRIVER EDUCATION PROGRAM  
PROGRAM STATEMENT

Rules and guidelines of the program:

- A. Those eligible to attend the program:
  - Referrals from Kingston city court;
  - Referrals from all state courts;
  - Referrals from other city courts
  
- B. Curriculum to be taught or reference list of material to be taught:
  - Tennessee Drivers manual,
  - TCA Laws and Rules of Road safety films, videos, slides);
  - TCA Motor Vehicle Section;
  - National Highway Traffic Safety Administration (NHTSA) approved materials and Tennessee Department of Safety statistic materials
  
- C. Adoption of instructors position for teaching or instructing the programs:
  - Instructor will be a salaried employee of the City of Kingston
  
- D. Fees:
  - All fees collected from attendees to go through the program will be paid into the general fund of the City of Kingston.
  
- E. Department of Safety approval:
  - City courts must follow same guidelines as county courts, except City Council/Alderman must act as Governing Legislative Body.
  
- F. Instructors:
  - 1. Department of Safety must receive resume of education and experience in motor vehicle laws, enforcement and traffic control.
  - 2. Court approved recommendations with resume of the instructor.
  - 3. For four (4) hour to eight (8) hour defensive driving course the instructor must be a certified instructor for Defensive Driving Course approved by National Highway Traffic Safety Administration (NHTSA), for that time span safety program.
  - 4. Also of knowledge of safety laws and procedures for operators and passenger to use while on public highways in a motor vehicle or on a motorcycle.

5. For safety program under time frame of less than four (4) hours.
6. A three (3) year experience (minimum) police officer or court officer may be accepted for instructing a less than four (4) hour safety program.
7. An instructor with minimum experience in teaching highway safety--such as a driver's education teacher with the State Board of Education will be approved for the short safety programs under four (4) hours.
8. A certified Defensive Driving Course (DDC) instructor will qualify for any program up to eight (8) hours.

An approved instructor for the court program doing an eight (8) hour defensive driving course will not be accepted to do driver improvement course for referrals of drivers to complete a (DDC) unless they are approved by the Department of Safety Driver Improvement Division for the state.